



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

July 10, 2013

To: All Department Heads

From: William T Fujioka
Chief Executive Office

A handwritten signature in black ink, appearing to be "W. T. Fujioka", is written over the typed name and title.

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

ONLINE REASONABLE SUSPICION TRAINING

It is the policy of the County of Los Angeles (County) that the use and abuse of drugs and alcohol by employees or contract personnel is unacceptable in the workplace because it adversely affects health, safety, security, and productivity, as well as public confidence and trust. The online Reasonable Suspicion Training assists in implementing the County Drug Free Workplace Program, Board of Supervisors Policy Number 9.050.

The Employee Assistance Program (EAP), within the Chief Executive Office (CEO) Risk Management Branch, administers the County's online Reasonable Suspicion Training program. This training provides the process and standards necessary to document and address observations of employee behavior that may be influenced by substance use and abuse. Successful completion of the training program provides authorization for Managers and Supervisors to refer employees to be tested by the Occupational Health Program, within the CEO Risk Management Branch, for reasonable suspicion of drug or alcohol impairment in the workplace.

All current Managers, Supervisors, and Personnel Officers **should** complete this training by October 31, 2013. In addition, newly appointed or promoted Managers and Supervisors should also be trained.

To register for the training, please follow the next steps:

1. Log onto the County of Los Angeles Learning Net website, at: <http://learningnet.lacounty.gov/Saba/Web/Main>.
2. Under "Knowledge Center," click the "Catalog" hyperlink.
3. Under "Learning Academy," click the "Risk Management" hyperlink.

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Steps to register (Continued)

4. Look for the name "Drug Free Workplace: Reasonable Suspicion Training" and click "Launch."
5. Click the "Register" button; this will automatically send an e-mail to the manager asking him/her to approve your training.
6. Once approved, the training module can be found in the "Current Enrollments" box on the homepage. The training is launched by clicking on the link that says "Launch Now."

The training is comprised of three sections: 1) Course Material; 2) Self-Test; and 3) Summary. All sections must be successfully completed in order to earn a certificate of completion. The Certificate of Completion can be printed from the "My Transcripts" menu choice, under the "My Learning" tab on the Learning Net homepage.

The Occupational Health Programs' website provides a section on Drug Free Workplace Policy: Reasonable Suspicion; which includes reasonable suspicion procedures and related forms that can be accessed at http://ceo.lacounty.gov/dat/dat_default.htm.

In the event Managers, Supervisors, and/or Personnel Officers cannot complete the training via the online program, your department may request classroom training to be provided by EAP clinicians, by calling the EAP Information Line, at (213) 738-4200.

If any of your staff has trouble accessing the training module online, please contact your department's Information Technology Services.

For additional information about this training, please contact Steven E. NyBlom, Manager CEO, at (213) 738-2214 or snyblom@ceo.lacounty.gov.

If you have any questions, please contact Steven T. Robles, Assistant Chief Executive Officer/County Risk Manager, at (213) 351-5346.

WTF:BC
STR:SEN:mld